

THE LAW PRACTICE OF  
*Dennison Keller*, LLC  
A FOCUS IN ELDER LAW

*R. Dennison Keller, Jr., Esq.\**

*Eva M. Hager, Esq.\**

**LEGAL/ADMINISTRATIVE ASSISTANT**

The Law Practice of Dennison Keller, LLC, a boutique elder law firm, seeks to immediately fill a Legal/Administrative Assistant position.

The new hire will begin with clerical duties, including scanning, filing, drafting letters, and such. Then, the employee will transition to paralegal work such as meeting with clients, assisting with trust funding, probate estate administration, and drafting estate planning documents such as wills and trusts.

Applicant needs to possess a skill set that includes superior computer proficiency, letter-writing capabilities, attention to detail, and managing multiple projects simultaneously. Applicant also needs to be able to demonstrate high energy personable skills as they will often be the first point of contact for clients.

Applicant needs to possess the ability to proofread and catch mistakes in documents and follow technical instructions.

Proficiency in Microsoft Word, Excel, and Outlook is a must.

Applicants should apply immediately by emailing their resume and a letter-writing sample to [theresakeller@elderlawcincinnati.com](mailto:theresakeller@elderlawcincinnati.com). The letter should include salary and benefits requirements (if any). **Absolutely no calls. Callers will be disqualified.**

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